

1062-1843

27 November 1961

**MEMORANDUM FOR: Chief, Finance Division**

**FROM : Chief, WH [REDACTED]**

STATINTL

**SUBJECT : Overtime**

Overtime claimed by your employee, detailed to WH [REDACTED] as shown on the attached Summary Sheet was authorized and performed. If you wish, you may record this overtime and periodically submit a statement to us for reimbursement from our Allotment #2435-5451-1000 (Vouchered) or #2335-5451-1000 (Unvouchered).

STATINTL

[REDACTED]

STATINTL

Att.

~~SECRET~~  
(When Filled In)

## REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

|   |                         |   |           |
|---|-------------------------|---|-----------|
| TO:<br><b>Comptroller</b>               |                         |   |           |
| FROM:<br><b>Chief, Finance Division</b> |                         | ALLOTMENT SYMBOL<br><b>2263-1040-1000</b> |           |
| PAY PERIOD                              |                         | ESTIMATED NUMBER                          |           |
| BEGINNING                               | ENDING                  | HOURS                                     | EMPLOYEES |
| <b>12 November 1961</b>                 | <b>25 November 1961</b> | <b>7</b>                                  | <b>1</b>  |
|   |                         |   |           |
|   |                         |   |           |
|   |                         |   |           |

## JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

**An individual from the Comptroller's Office is working on an overtime basis with an "Eyes Only" Project.**



|   |  |
|---|--|
| DATE<br><b>25X1A9a</b>  | TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)<br><b>Requested by</b> [REDACTED] <b>25X1A9a</b>            |
| CONCURRENCE (if applicable)<br>TYPED NAME AND SIGNATURE OF DIVISION CHIEF<br>[REDACTED] <b>Deputy Chief,<br/>Finance Division</b> | AUTHORIZATION<br>TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL<br>[REDACTED] <b>E. R. SAUNDERS, Comptroller</b> |
| DATE CONCURRED<br><b>6 December 1961</b>  | DATE AUTHORIZED  |

81-2923

~~SECRET~~  
(When Filled In)

FORM 1293 OBSOLETE PREVIOUS EDITIONS. Approved For Release 2008/07/19 : CIA-RDP78-05747A000300040007-6 (1-49)

REPORT OF OVERTIME AND HOLIDAY WORK PERFORMED

NAME :  GS-9 STATINTL  
PERIOD : 12 - 25 November 1961  
COMPONENT : DDP/WH  STATINTL  
CHARGEABLE TO: Allotment #2435-5451-1000 (Vouchered)  
#2335-5451-1000 (Unvouchered)

| <u>DATE</u> | <u>HOURS</u> | <u>O/T</u> |
|-------------|--------------|------------|
| 25 Nov 61   | 0830-1600    | 7          |

APPROVED: 7 Hours Overtime



27 Nov 1961

DATE

STATINTL